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15 JAN 1959

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : OTR Activities

1. The Office of Training reports on the following activities during the month of December 1958:

a. Training Assistance

(1) A highly successful special dependents briefing was conducted for the wives of Security Office officials who are going overseas [REDACTED]. The Security Office stated that the briefing would be repeated whenever there is a sufficiently large group scheduled for overseas duty. The Director of the Office of Security attended the briefing and his presence and his interest in the program was appreciated by the wives.

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(2) Arrangements have been made for approximately thirty students and eight instructors from the Strategic Intelligence School to attend the next Intelligence Products Exhibit in January. It is also expected that NSA will send a relatively large delegation.

b. Internal Training Activities

(1) Sixteen employees of the janitorial unit [REDACTED] have been placed under contract with [REDACTED] Inc. The contract is effective 1 February 1959 and the employees have been given official notice of their reduction in force. It is believed that greater efficiency will result with the supervision that will be provided by experienced [REDACTED] people.

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25X1A5a1

25X1A5a1

(2) Administrative details and course content for the Management Course requested by the Director of Communications have been tentatively agreed upon. It is expected

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SUBJECT: OTR Activities

that thirty-two members of the Office of Communications, GS-14 and above, will take part in the program.

(3) Language awards were recently authorized in the amount of \$7,900 to fifty employees. The total awards to date are 986, of which 445 were for achievement and 541 for maintenance. Cumulative language awards to date now total \$120,775.

(4) The Office of Security recently requested the assistance of Office of Training specialists in an assessment program. This is the first time the Office of Security has requested this service.

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(6) Registration for the 1959 winter trimester of the Voluntary Language Training Program is running far ahead of previous schedules. Fifty-six classes in fifteen different languages are assured at the present time. There is a possibility that the number of classes will increase to sixty.

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(7) Construction, painting, cleaning, and furnishing the facilities for the [REDACTED] project were completed within the deadline. However, it was necessary to expend 400 hours of overtime. First reports from the activity reveal that the native personnel are absorbing the training presented and showing an amazing ability in communications and competency in map reading. The workday of the group commences at 0530 hours and the students must clean their rooms and prepare breakfast before classes start at 0700 hours. An evening schedule starts at 1900 hours and lasts until approximately 2200 hours. Despite the rigorous schedule the group appears to be making desired progress.

SUBJECT: OTR Activities~~SECRET~~
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(8) A member of OTR continues to meet with the ELINT Working Committee. Training implications appear to require comprehensive management and coordination of both internal and external training. The ELINT Staff will conduct a briefing for appropriate OTR and DD/S officers during the month of January.

(9) The 6 1/2 week course on Communism given the JOT's was completed during the past month. Comments uniformly were to the effect that the course was profitable, well organized, and highly challenging to the students' abilities.

(10) Distribution of training materials to DD/P, other Agency components, and Department of Defense establishments from 16 November 1957 through 30 November 1958 were:

To DD/P operating divisions for use overseas:	2,011
To DD/P operating divisions for Hdqrs. use:	997
To other components of the Operations School	145
To other Agency components (OCR, OSI, Commo):	147
To U. S. Military services:	95
Total	3,395

c. Monthly Enrollment

During the month of December 880 persons were enrolled in OTR conducted courses.

Distribution:

Orig. & 2 - Addressee

1 - DTR

2 - PPS

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MATTHEW SAIRD
Director of Training

OTR/PPS/ [REDACTED] nld (13 Jan 59)

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